



Mark Saccoccio

Town Clerk

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2 October 2020

To: Members of the Personnel Sub Committee (Councillors A Dodwell, D Bowater, K Cursons, R Goodchild, S Jones and D Scott)
(Copies to all Town Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Personnel Sub Committee** to be held on **Monday, 12 October 2020** commencing at **10.30 am** in the This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020. The meeting link is below: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmQ4ZTFjZGIzZjQ1Ni00YmEwLTliMzMtNzU0MThiY2VjYmUy%40tHread.v2/0?context=%7b%22id%22%3a%2243be2b38-f73a-4576-be88-53d30b9697ef%22%2c%22oid%22%3a%225c24f997-2ebc-40a3-9343-b16681c77adf%22%7d

A handwritten signature in blue ink that reads 'Mark Saccoccio'.

**THIS MEETING MAY
BE RECORDED ***

M Saccoccio
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. QUESTIONS FROM THE PUBLIC (3 MINUTES PER PERSON; MAXIMUM 15

This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020

MINUTES)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 3(f) and 3(g).

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)

(a) To receive and approve as a correct record the minutes of the Personnel Sub-Committee meeting held on 6 July 2020 in accordance with Standing Order 12 (*Minutes will be signed retrospectively when safe to do so*).

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

5. DATE OF MARCH MEETING

To consider a change in scheduled date from 29 March 2021 to 22 March 2021.

6. EXCLUSION OF THE PUBLIC

The Sub-Committee may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interests: that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

7. SIX MONTHLY HR SERVICE LEVEL AGREEMENT REPORT (Pages 5 - 6)**8. STAFF TRAINING REPORT (Pages 7 - 10)****9. STAFF SICKNESS ABSENCE REPORT (Pages 11 - 14)****10. STAFF SURVEY REPORT (Pages 15 - 20)****11. STAFFING MATTERS**

* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

LEIGHTON-LINSLADE TOWN COUNCIL

MINUTES OF PERSONNEL SUB COMMITTEE

MONDAY, 6 JULY 2020 AT 6.30 PM

Present: Councillors A Dodwell (Chair)
 D Bowater
 R Goodchild
 S Jones
 D Scott
 R Berry (substituting for K Cursons)

Also in attendance: M Saccoccio, Town Clerk
 S Sandiford, Head of Democratic and Central
 Services
 I Haynes, Head of Grounds and Environmental
 Services

Members of the public: 0

27/PR APPOINTMENT OF CHAIR

It was proposed and seconded that Councillor A Dodwell be appointed Chair for the municipal year 2020-21. There were no further nominations.

RESOLVED to appoint Councillor A Dodwell as Chair of the Personnel Sub-Committee for the municipal year 2020-21.

Councillor Dodwell took the Chair.

28/PR APPOINTMENT OF VICE CHAIR

It was proposed and seconded that Councillor K Cursons be appointed Vice Chair for the municipal year 2020-21. There were no further nominations.

RESOLVED to appoint Councillor K Cursons as Vice Chair of the Personnel Sub-Committee for the municipal year 2020-21.

29/PR APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K Cursons (substituted by Councillor R Berry).

30/PR DECLARATIONS OF INTEREST

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

31/PR QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

No members of the public were present.

32/PR MINUTES OF PREVIOUS MEETING

The minutes of the Personnel Sub-Committee meeting held on 6 January 2020 were received.

RESOLVED that the minutes of the Personnel Sub-Committee meeting held on 6 January 2020 be approved as a correct record and would be signed at a later date when safe to do so.

33/PR SIX MONTHLY HR SERVICE LEVEL AGREEMENT REPORT (deferred from March)

In accordance with the Service Level Agreement for Human Resources and Occupational Health support from Luton Borough Council, the Sub-Committee received a report for the period October 2019-March 2020. This had been due to be presented at the March meeting, which had been cancelled due to the lockdown restrictions introduced as a result of the COVID-19 pandemic.

RESOLVED to note the report and to note that the Council's Compassionate and Special Leave Procedure must be updated to incorporate the legal entitlements to employees resulting from the Parental Bereavement and Pay Act 2018.

34/PR COMPASSIONATE AND SPECIAL LEAVE PROCEDURE

Further to the recommendation in the previous agenda item, the Sub-Committee received a report and proposed amendments to the Compassionate and Special Leave Procedure. The amendments were to reflect the legal entitlements to employees resulting from the Parental Bereavement Leave and Pay Act 2018, which came into force in April 2020.

RECOMMENDED to the Policy and Finance Committee to recommend to Council approval the revised Section 7 of the Council's Compassionate and Special Leave Procedure (see attached).

35/PR RECRUITMENT POLICY

The Sub-Committee receive a report proposing the introduction of a formal Recruitment Policy, the purpose of which was to ensure adherence to relevant legislation whilst also ensuring consistency of process across the Council. One minor amendment was suggested and agreed.

RECOMMENDED to the Policy and Finance Committee to recommend to Council approval of the Recruitment Policy (see attached).

36/PR TIMES OF FUTURE MEETINGS

The Sub-Committee discussed the possibility of holding meetings during normal office hours to facilitate attendance, where appropriate, from the Council's retained HR support provider. It was agreed to continue with the schedule for evening meetings but to consider changing to a 10am meeting on an ad hoc basis, should the agenda content for a specific meeting suggest that attendance from an HR advisor would be advisable.

37/PR EXCLUSION OF THE PUBLIC

The Sub-Committee considered that any further discussion regarding staffing matters would be prejudicial to the public interests.

RESOLVED that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding staffing matters.

38/PR STAFFING MATTERS

The Head of Democratic and Central Services gave an overview of team workload and capacity. Due to COVID-19, it was not currently practicable to recruit for maternity leave cover for the Administration Officer. It was proposed to outsource a limited amount of communications support for a short term period.

RESOLVED to support the proposal to outsource a limited amount of communications support for a short term period.

I Haynes and S Sandiford left the meeting at 1849 hours.

The Town Clerk raised a staffing matter and put forward a recommendation for consideration by the Sub-Committee.

RESOLVED to support the recommendation proposed by the Town Clerk.

The meeting closed at 7.00 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 6 JULY 2020.

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